



REQUEST FOR PROPOSAL (RFP)

(Re- advertisement)

PROVISION FOR PREMIER LODGES COMPARATIVE ANALYSIS

PROCUREMENT REF NO: RFP/NWR02/FY23-24**DATE**

ISSUED: 29 April 2024

CLOSING DATE: 20 May 2024 at 11:00am

ENQUIRIES: PMU@NWR.COM.NA

BIDDING DOCUMENT COST: FREE

QUOTATION SUBMISSION: Tender Box: Head Office, PMU, 1st Floor
Gathemann Building, 181 Independence Avenue, Windhoek, NAMIBIA

1. BACKGROUND

Namibia Wildlife Resorts is a State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 24 facilities). The only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibian people. The company was established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, (Act 3 of 1998), hereinafter referred to as the Act. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

2. PURPOSE

The objective of this Terms for Reference (TOR) is to select and get into contractual agreement with suitable Tourism Marketing Solutions provider for the purposes of providing comparative analysis of NWR Premier Lodges with national private sector premier lodges competing with NWR. Bidders are required to *provide an analysis of national premier lodges competing with NWR Premier Lodges (Onkoshi, Dolomite, Sossus Dune Lodge etc, see below table.) in terms of standards (facility setup, attractions, onsite & off-site amenities, staffing etc.) and pricing (room rates).*

NWR Premier Lodges			
Name	Current Status	Location	Comment
Onkoshi	Existing	Etosha National Park	N/A
Dolomite	Existing	Etosha national Park	N/A
Sossus Dune Lodge	Existing	Namib Naukluft Park	N/A
Naukluft Lodge	Existing as adventure camp	Namib Naukluft Park	To be upgraded to Premier Lodge
Olifantsrus	Existing as Adventure camp	Etosha National Park	To be upgraded to Premier Lodge

3. SCOPE OF SERVICES

The bidders should submit a comprehensive proposal and a quotation which includes:

- 3.1. Comprehensive data (listing) of all national premier lodges competing with NWR countrywide
- 3.2. Detailed description and comparative analysis of facility setup including but not limited to structure, onsite & off-site amenities, staffing etc. with those of NWR Premier Lodges
- 3.3. Detailed description and comparative analysis of all rates applicable at those premier lodges as identified compared to NWR Premier Lodges.
- 3.4. Any other additional information that may assist NWR to position itself as a market leader in premier lodges segment in Namibia

4. INSTRUCTIONS TO BIDDERS

4.1 Rights of Public Entity

NWR reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item,
- (b) to accept or reject any proposals received at any time, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the action
- (c) to enter into agreements not specified herein.
- (d) Reject incomplete proposal that do not comply with all specifications

5. Validity of Quotations

The Quotation validity period shall be 90 days from the date of submission deadline.

6. Eligibility Criteria/ Mandatory documents

To be eligible to participate in this Quotation exercise, you should:

- a. have a valid company Registration Certificate;
- b. have an original/Certified good Standing Tax Certificate;
- c. have an original/certified good Standing Social Security Certificate;
- d. have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;

7. MINIMUM REQUIREMENTS

The minimum requirements for considerations shall include;

- 7.1. Minimum of 3 years' experience in providing the required services.
- 7.2. Proof of necessary and mandatory legal registration as a tourism marketing solutions provider;
- 7.3. Evidence of quality and qualified staff with 3-5 years' experience in the fields required;

8. SELECTION & EVALUATION CRITERIA

Criteria	Submission Requirement	Weight (%)
Technical Proposal	A detailed description of the proposed methodology and action plan to achieve the desired outcome; <ul style="list-style-type: none">• Listing of Premier Lodges in Namibia competing with NWR• Facility setup;• Various rates applied.	40
Costing/pricing	Brief outline of costs involved to execute project	20

Technical expertise and experience	CVs with a brief description of Management’s Experience at least 10 years. Demonstrated experience in providing similar services preferably to similar big organizations like NWR, with at least 3 contactable referees.	15
Mandatory Documents	Submission of mandatory documents as listed in section 6	25

7. Submission Instructions

Tourism Marketing Solutions provider proposal, including a covering letter and at least 3 contactable trade references, should be dropped in the tender Box as per the address indicated on the cover page.